

Glasgow Canal Coop

Glasgow Canal Festival Producer - job role

Overview:

The Glasgow Canal Festival is happening on Saturday 25th August 2018. It is a community centred event celebrating the Forth & Clyde canal between Port Dundas and Applecross, in north Glasgow. Now in its second year, it is being delivered by the Glasgow Canal Co-op, a newly established cooperative of organisations based in the area. It is happening alongside the World Youth Urban Games (WYUG), delivered by Scottish Canals and wider partners.

We are seeking an experienced and proactive festival producer to coordinate and deliver the Glasgow Canal Festival.

Key skills:

Programme coordination

- Work with GCP partners and local groups / organisations to develop and facilitate activities and coordinate broader programme of music, food stalls and dragon boats - ensuring content of activities is relevant and complementary.
- The festival is on a very modest budget, so a key component of the role will be effectively coordinating between voluntary contributions and creating a platform for a collaborative and inclusive event format.
- Co-ordinate and chair partner / production meetings and circulating minutes in a timely fashion.

Communications

- Oversee the design and delivery of a targeted marketing campaign
- Highlight and facilitate any PR opportunities
- Coordinate with WYUG team and make sure messaging is aligned
- Coordinate documentation of the event (film / photography)
- Hold feedback session with key partners

Event Management

- Create a robust and detailed Event Management Plan, ensuring adequate risk assessment, insurances and licenses are in place.
- Liaising with Scottish Canals and WYUG team about event logistics, including - access, signage / wayfinding, crowd management, toilets, stewards.
- Coordinate and keep informed all relevant bodies - police, council, canal residents etc.
- Coordinate team of volunteers / support staff on the day

Budget Management & Fundraising & evaluation

- The budget for this event is very limited, it will be the responsibility of the producer to work within limited means and work with the Glasgow Canal Co-op Directors to finalise the project budget and seek ways of maximising value.
- Manage the working budget for project
- Ensure all invoices are received promptly and all expenditure is within budget.
- Assist with sponsorship opportunities and securing additional funding
- Ensure evaluation system is established so a report can be produced with key metrics and circulated to partners and funders.

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Essential skills & experience:

- Excellent project management skills, including experience of delivering multiple-partner projects.
- Experience of producing outdoor public events
- Proven track-record of managing public funds and delivering projects on budget
- Strong communication skills

Desirable:

- Knowledge of local area, partners and audiences
- Good networks for additional fundraising and sponsorship opportunities

Job spec and application

There is a flat fee of £4,500 to deliver this project

Work will start in early June and run until the event (25th August 2018), with a follow-up meeting and reporting to be concluded by early September.

More information about the 2017 event can be found here -

<https://www.facebook.com/events/129727100946737>

Please submit a cover letter, CV to hello@glasgowcanalproject.com by Monday 11th June. Interviews will take place on Wednesday 13th & Thursday 14th June.